



Issuance Date: May 16, 2022

## OFFICE OF POLICY, OVERSIGHT, AND REGULATORY AFFAIRS

Brian Ross  
Assistant Commissioner

Donnie De Saw  
Administrative Analyst 4

Noreen Kroslin  
Executive Assistant

## OFFICE OF POLICY AND REGULATORY DEVELOPMENT

Joseph D. Pargola  
Director

Geri Dietrich  
Administrative Analyst 4

Debra Hayes  
Program Specialist 3 Social/Human  
Services

Patricia Lane  
Head Clerk

Lemonte Sanders  
Standards and Procedures Technician 4

Shia Tekhna  
Standards and Procedures  
Technician 3

### What's for Review?

In accordance with [Administrative Order 5](#), the Office of Policy and Regulatory Development (OPRD) is responsible for maintaining a file of all active Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) from all levels of approval. This includes MOAs/MOUs originated by the Department or others if the Department is a party to the agreement. Any amendments made during the MOA/MOU period shall be reviewed by the OPRD prior to execution. To ensure compliance with any applicable statutes and regulations, and to obtain the required level of approval, DCF signatories shall consult with the OPRD prior to their final authorization and execution. The originating DCF entity is responsible for tracking and renewing the MOAs/MOUs and for forwarding a copy to OPRD. In the case of MOAs/MOUs not being renewed, the originating entity should notify OPRD so that this can be noted in its files. OPRD will monitor the expiration date, if any, and status of MOAs/MOUs as well as follow up with the appropriate parties, as needed. *All MOAs shall be sent to the OPRD via email to [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov).*

### What's Revised?

#### Policies

- [OOE-I-A-1-1](#), **Student Attendance, School Calendar and Home Instruction**: this issuance has been revised to include daily student sign-in sheets, call log forms, procedures for unreported daily absences, and new attendance codes, which are effective July 1, 2022. The revisions also outline new procedures for insufficient enrollment or attendance within a marking period. In addition, a student may be placed on an "Attendance Success Plan" to combat chronic absenteeism. The revisions also detail the Supervisor of Education's responsibility in overseeing school attendance. Lastly, Homebound Instruction due to a health condition has been outlined to include a Homebound Academic Plan that shall be created prior to a student going out on homebound instruction and includes the modes by which instruction can be delivered.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov) or 609-888-7030.

***Search Update:***

The New Jersey Department of Children and Families has temporarily converted our Policy Manual search engine to utilize Google search. Users can search exclusively within the DCF Policy Manual by either typing in a keyword, policy or form title, or policy or form citation by selecting “Search DCF Policies” found throughout the Policy Manual in the Related Links shortcut box. Your search results will appear in a new Google search window. For any questions accessing Department Policies or Forms, please contact [policy@dcf.nj.gov](mailto:policy@dcf.nj.gov) for assistance.